

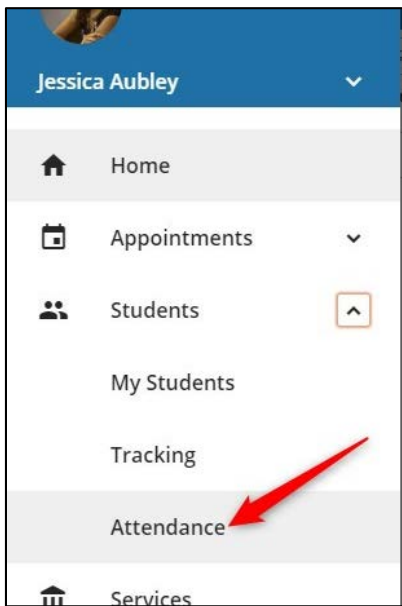
# Starfish – How to Save an Attendance Report

## Directions:

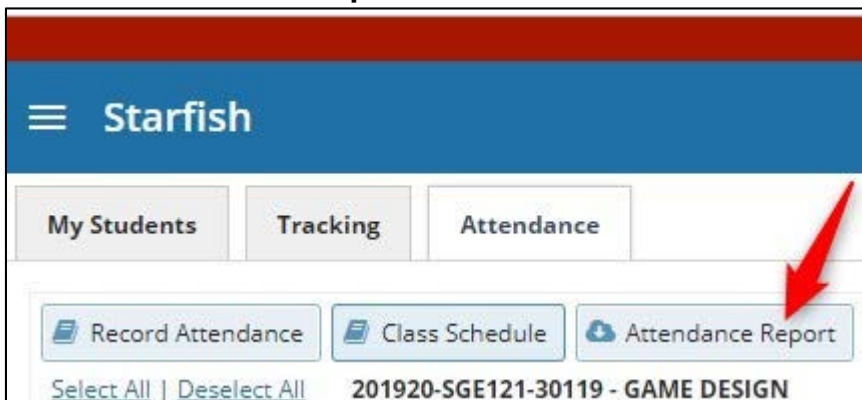
1. Log into Starfish.
2. Click on the three lines by the Starfish title.



3. Click on **Attendance**.

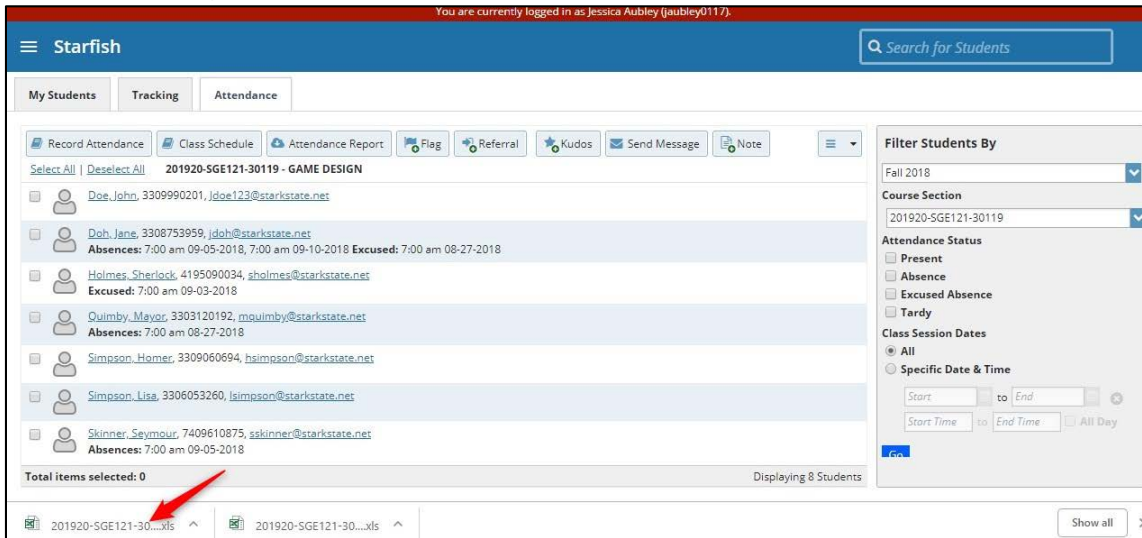


4. Click on **Attendance Report**.



5. The report will download.

If you are using Chrome it will be at the bottom of the screen.



If you are using Firefox it will be on the top with a blue arrow.



6. Click on the report that was downloaded. It will open in Excel. You will have three tabs with information on the course, attendance tracking and student attendance.